U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Academy
Training Manual

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Distance Learning Platform (DLP)(formerly CBI) Site Administrator's Manual

AMA-24
National Distance Learning Platform (DLP) CBI Program Office

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CHAPTER 1: INTRODUCTION

Site Administrator's Role

Welcome! You are the Site Administrator for your location's Distance Learning Platform (DLP) (formerly, Computer Based Instruction (CBI)) System. As the Site Administrator, you have responsibility for delivering CBI training at your facility. This means that you will set up and maintain the DLP system(s) along with administrating the training.

IMPORTANT: DLP Administrator signon(s) have access to the operating system and to CBI user data. ***CBI Administrator signon(s) and password(s) should be secured in accordance with FAA regulations, policies, and procedures!***

To learn about your responsibilities as a Site Administrator we recommend you follow these steps:

- Read this Manual.
- Perform the First Time Start-up Procedure on the DLP system(s) following the procedures in this manual.

Call the Distance Learning Resource Center (DLRC) CBI Help Line (405) 954-4568 if you have any questions. The DLRC is staffed from 0800hrs CDT to 1700hrs CDT, Monday Thru Friday.

Site Administrator's Manual

This manual describes the DLP equipment and how to maintain it. It also provides information about software and courseware operation, maintenance, and updates. If you need more detailed information about individual pieces of equipment or software (Windows, CMI, etc.), refer to the documentation for each component or application.

List of Materials

Site Administrator's Kit (one per site)

- Site Administrator's Manual

DLP

- Computer (with monitor & integrated speakers, keyboard and mouse)

Site-supplied items

- Surge protector
- Headphones
- Furniture, lighting
- Phone

CHAPTER 2: GETTING STARTED

Arrange for Equipment Setup

Your DLP CBI system will be delivered by a FAA AIT Technician or via FedEx complete with FAA Operating System, CMI application, and FAA Courseware.

Call the DLRC if installation has not been scheduled or other arrangement have not been made.

Serial Numbers

An “AMAFM-02005-2 DLP Registration Form.doc” should be included with correspondence with notification of equipment shipment. After installation, complete the Registration Form. Then, return the form via fax or scan and email per instructions.

After the system is set up, add this equipment to your local property records.

About Your Equipment

The DLP consists of Dell OptiPlex Small Form Factor (SFF) model 9020, 7040, or 7050. It has an Intel processor with integrated multimedia, network, and DVD-ROM features. Video may be integrated, or an add-in board. Two internal hard drives are logically divided into C, D,& E NTFS partitions.

DLP development workstations have additional components, such as DVD burner, authoring software, etc.

Original equipment is covered by a 5-year Dell factory warranty.

NOTE: Warranty service is currently handled DLRC & FAA AIT.

Equipment Cables

Cabling is standard. Ensure the color-coded ends of the audio cables go to the proper connectors.

Occasionally cables may be pulled loose from their connections. While this is a rare occurrence, checking system cables can often locate the source of a problem and save downtime and repair costs.

CHAPTER 3: SOFTWARE

Pre-loaded Software

The DLP CBI system operates with the Microsoft Windows 7 Professional operating system. It comes loaded with additional drivers and applications to provide optimal CBI training delivery capability.

NOTE: All required software has been pre-installed. Do not modify the hardware or install other software. Even minor software changes can render the system incapable of running certain courseware.

Configuration Management

WARNING: Read this section carefully and completely!

All hardware and software on the DLP CBI system drives C: and E: are governed under configuration management**. You are not authorized to modify the software on these two drives.**

Further, do NOT change any hardware switch settings, DIP switch settings, swap alternative components, or add additional equipment.

Even seemingly minor software or hardware alterations can compromise the DLP CBI system's ability to deliver training.

The DLP Program Office uses drive-imaging software for upgrade and recovery purposes, therefore any local software or operating system changes on the C: drive may be removed.

Local CBI courseware should only be loaded on the D: drive.

About DVD- and CD-ROM discs

National CBI courseware is currently delivered over the network and/or on DVD-ROM discs. This is common consumer technology, and users should be aware of normal care requirements – avoid scratches, hold by the center hole or edges to avoid fingerprints, do not drop, store in sleeves or envelopes, etc. Special and local courseware may be provided on CD-ROM discs.

CHAPTER 4: EQUIPMENT OPERATION

Overview

This chapter explains basic equipment operation procedures:

- Initial Start-Up
- Power-Up
- Power-Down
- Troubleshooting

After the equipment has been installed, use the *Initial Start-Up* procedure to turn on the equipment, check equipment operation. (Note: You should also use the Initial Start-Up procedure again if you move your equipment to a new location.)

Use the *Power-Up* and *Power-Down* procedures to start up and shut down the equipment daily or as needed.

If the equipment does not operate properly, use the *Troubleshooting* procedure to identify and correct the problem.

Initial Start-Up

It is recommended to follow each step in this section.

1. Schedule a time with the Distance Learning Resource Center (DLRC, also known as the CBI Helpdesk) to ensure networking is available and platform has network access and is updating properly.
2. Turn on the main and component power switches on the surge protector.
3. Turn on the DLP CBI system components (Computer and Monitor). Check for a ready light on each component.

You should hear the "Windows Start" audio as Windows launches (either through the speakers or the headset), and the monitor will eventually display the *CMI Sign-On* screen. If the *Windows Desktop* appears briefly, do not attempt to click on an icon.

Power-Up

After the CBI system is operational, you can use the Power-Up procedure:

1. Turn on the main *Power* switch on the surge protector. The system will start and launch the CMI program.

Power-Down

To power down:

1. Exit any active courseware and return to the CMI application.

2. Click the *Quit* button to close your CMI user record and return to the initial *CMI Sign-On* screen.

   NOTE: Be sure to return to the initial *CMI Sign-On* screen before powering-down, or the CMI database could lose current session information.

1. On the *CMI Sign-On* screen, click the **Shutdown** button. The system should shut down and power off the computer.

   NOTE: Sometimes Windows does not shut down properly. If the "Windows is shutting down" message remains after a reasonable period of time (more than 60 seconds), turn off the main power switch on the surge protector, or power off the system components. The computer's power switch must be depressed for 4 seconds to power off.

Troubleshooting

If a system problem occurs, start with these troubleshooting steps:

1. Verify that each light on the surge protector is on and each component's power light is on.
2. Occasionally cables will get disconnected. While this is a rare occurrence unless equipment is moved, checking system cables can often locate the source of a problem and save hours of downtime and repair costs.
3. If you are familiar with Windows, check the operation of these features: Change screen resolution, Audio (Control Panel Sounds), read from a data DVD/CD-ROM.
4. If the problem still exists, do NOT open any of the equipment. Call the CBI Help Desk from a phone next to the system.

DLRC Help Desk (405) 954 – 4568

CHAPTER 5: HOW TO USE CMI

About CMI

CMI (Computer Managed Instruction) is the software package that runs on your CBI platform to manage the delivery of courseware to students.

Both students and Site Administrators sign on using the same *CMI Sign-On* screen. However, training administration options can only be accessed with a Site Administrator signon. These options are used to manage courseware delivery and student data, such as:

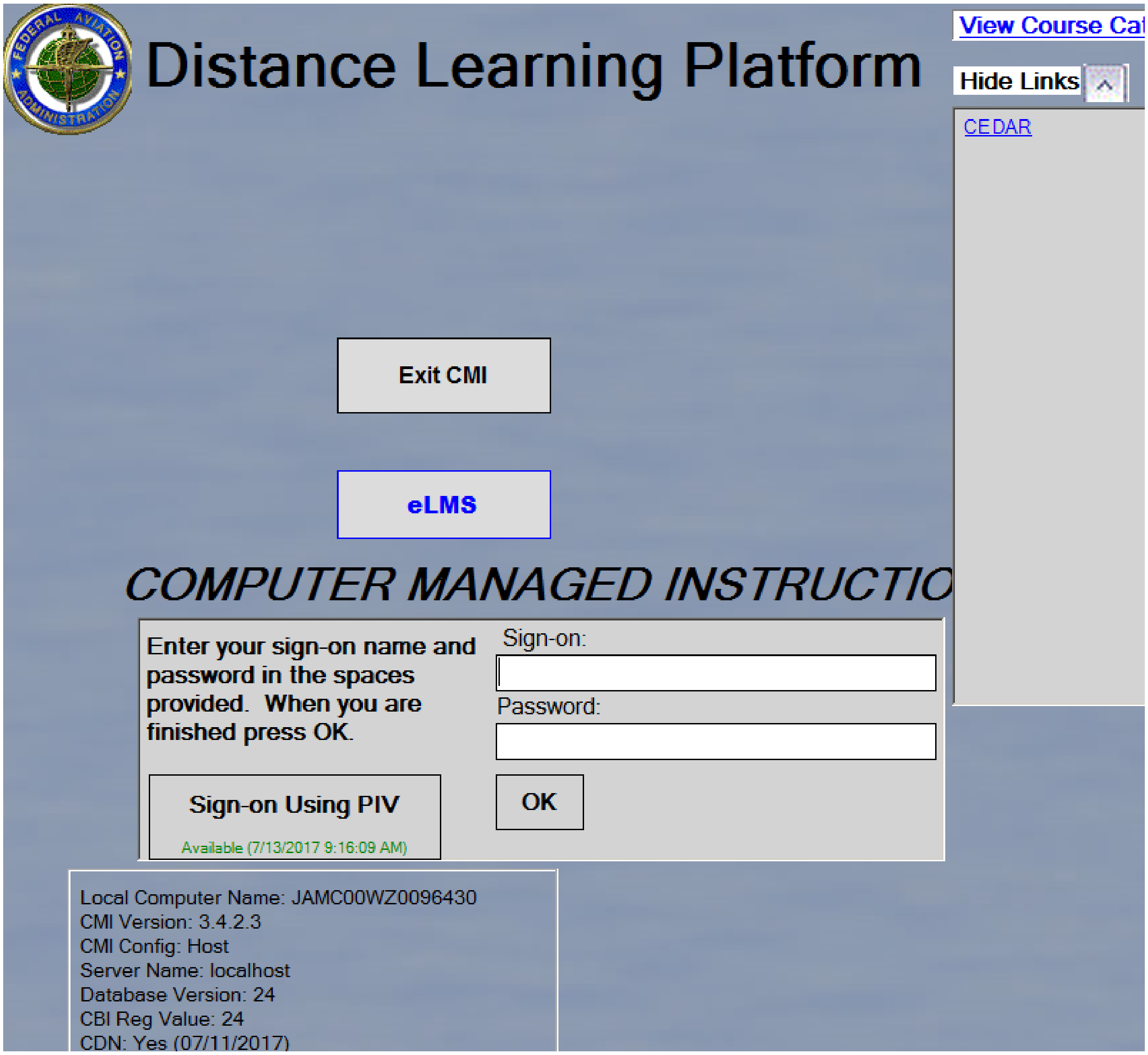
- Rostering students (adding, editing or deleting students to/from the roster)
- Enrolling students in courses
- Editing student administrative data
- Adding local courses
- Adding additional Site Administrators

Each of the Site Administrator options is explained in greater detail in the “Administering Training” section of this manual.

The *CMI Sign-on* Screen

All users must sign on to the CMI system. Initially only the Site Administrator can sign on to the system. A student's name and password must be "rostered" into CMI before the student can sign on. See the *Administering Training* chapter for instructions on rostering students into CMI. That section also explains how to add additional Site Administrators to the system.

Signing on is accomplished from the *CMI Sign-On* screen:



eLMS Button

This application uses internet explorer to access the eLMS database. The button is default to visible, but can be turned off through the tools tab.

Course Catalog Button

Use this to view the current CBI courseware catalog.
The catalog is in the C:\CMI\CATALOG folder and can be copied off the CBI machine for use elsewhere.

Shutdown Button

Click this to completely shut down the CBI workstation.

Signing on to CMI

To sign on, users may use the PIV button or enter their sign-on and password as follows:

1. Enter your sign-on in the *Sign-on* field.
2. In the *Password* field enter your password… keystrokes appear as stars to ensure confidentiality. Click **OK** or press ENTER.

An FAA Warning is displayed. Click **OK** to accept the terms and proceed to the CMI. The *Introduction* screen then appears indicating that you are signed into CMI:

NOTE: When you sign on as a Site Administrator, CMI changes to a blue tint. The green tint is for student users.

Introduction Button

This opens an introduction lesson about the operation of CMI.

Skip Button

Click this to skip the introduction for this session and continue into CMI.

Disable Button

Click this to permanently disable the "Introduction" screen for this sign-on.

Passwords

Passwords are an important safeguard to protect the integrity of courseware and data by limiting access to certain options. The sign-on and password that for each user determines whether he or she is permitted access to either the Student or Site Administrator options, and (for students) to assigned courses.

Passwords are critical to protecting student privacy by limiting access to records by others.

The Site Administrator assigns the initial password for each user (as explained in the Administering CMI Training chapter). Each user can change their password immediately after each sign-on and should be encouraged to change passwords frequently. A user's password should be an individualized code word that the user will remember. A password should not be readily guessable by an unauthorized user. For security purposes, passwords must be kept confidential.

These rules should be followed when creating or changing passwords:

- Passwords are to be 13 characters.
- Have to use four following types of characters: Upper Case (A-Z), Lower Case (a-z), numbers (0-9), and non-alphanumeric characers (!,@,#,$,%, etc..)

CMI passwords **ARE** case sensitive: "C" and "c" are **NOT** interpreted as the same character.

Lost Passwords

Passwords cannot be viewed or otherwise retrieved. Any Site Administrator can change any user's password. The procedure for changing a password is explained in the *Administering Training* chapter.

If there is more than one Site Administrator enrolled in the system and one of them loses their password, any of the other Site Administrators can assign a new password using the same procedure.

Emergency CMI Sign-on Procedure

If you lose your only Site Administrator password and are therefore unable to sign on to CMI, call the DLRC Help Desk from a nearby phone. The emergency sign-on procedure will be explained to you.

Course Modes

As its name implies, CMI is a courseware management application. It presents courseware from DVD/CD-ROM discs or from the computer's hard drive. CMI can present courseware in either of two modes: Enrolled or Browse.

The modes affect record-keeping, credit given for completion, and student access to tests and exercises. Student must be registered ("Enrolled") before they can take courses in the Enrolled mode. (You will learn how to register/enroll students in Chapter 6.)

The modes are summarized below:

- *Enrolled Mode* - As Site Administrator, you must register students in courses before they can take the courses in Enrolled mode. Students who take the course in Enrolled mode must complete all tests and exercises associated with the course. CMI stores scores for these tests and exercises. Generally, after completing an Enrolled course, a student receives credit and the student's training records are updated to reflect having taken the course.
- *Browse Mode* - Any user listed on the CMI roster (including Site Administrators) can look at any course designed for browsing. To allow someone to take a course in Browse mode, a Site Administrator must add the person to the Roster. (In other words, a user only needs to have a

Student sign-on to Browse a course. Users do not have to be enrolled in any courses to Browse.) Students who take a course in Browse mode only see the material designed for the Browse mode; they are not permitted access to tests. CMI does NOT save any student data when the course is taken in Browse mode.

The CMI mode buttons are in the lower-right corner of the student *Course Selection Menu* screen. The yellow border indicates the current mode:

To switch mode, click the button that does not have the yellow border.

The purpose of Browse mode is to provide a way to review a course without taking it for credit. Users can use this resource just as they would a refresher library.

Exiting CMI - Site Administrators

Some Site Administrator duties may require you to install or otherwise work with files outside the CMI application. To do this, you must exit CMI and return to Windows. To exit CMI:

1. Sign on to CMI with a Site Administrator name and password.
2. Click the **Exit CMI** **Button**

Exiting CMI - Students

Students can exit courseware, and then return to the *CMI Sign-On* screen by clicking on the **Quit** button. After returning to the *CMI Sign-On* screen they can leave the system for the next student, or click **Shut down** to turn off the system.

CHAPTER 6: ADMINISTERING TRAINING

Overview

After your CBI system is set up and the CMI software is loaded, most of your routine work will consist of administering training. The term "administer training" is broad, and includes many activities such as:

- Rostering users
- Enrolling students in courses
- Deleting students from the roster
- Generating reports of student progress
- Editing student administrative data
- Managing messages
- Updating CMI and courseware
- Adding local courses
- Sending course completion information to CBICENTRAL

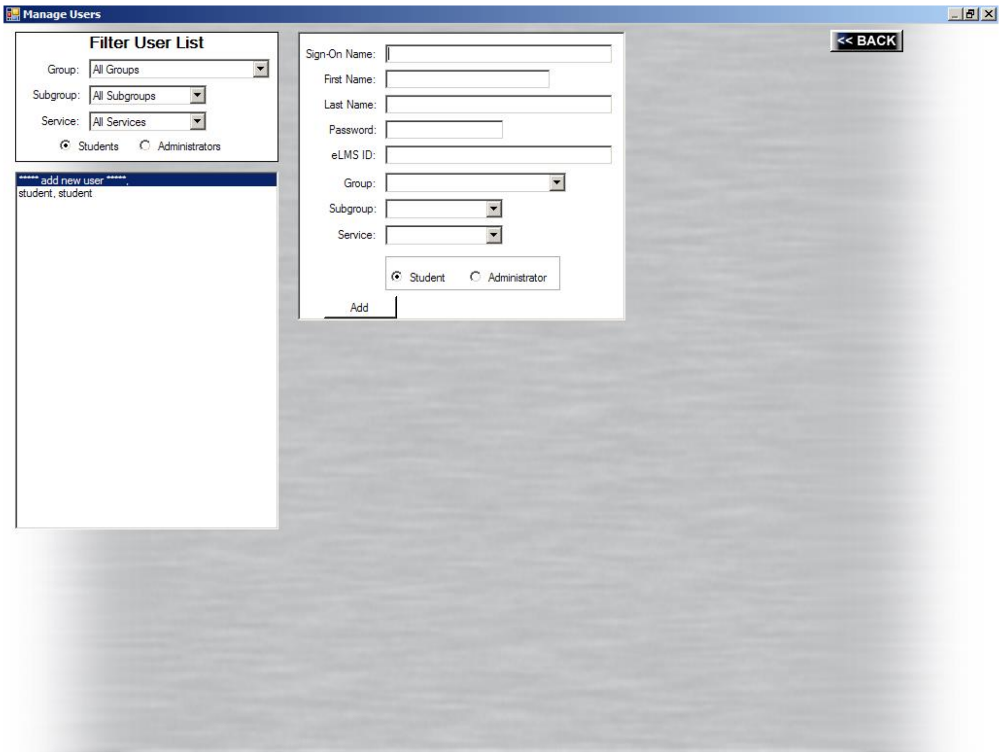
Specific procedures for performing each of these functions are provided in the pages that follow. All of the Site Administrator functions are accessed using the *Site Administration* menu.

The *Site Administration* menu displays six different functions. Most of these functions also provide sub-tasks that you will need to perform when administering the training. The remainder of this chapter describes these functions.

Roster

Adding New Users
One of your Site Administrator duties is to roster new users into CMI. You must roster all of your site's employees who will use the CBI platform. Do this to roster new users:

1. From the *Site Administration* menu, highlight the Roster tab
    - Click the Add/Edit/Delete Users button
    - On the right side of the *Add/Edit/Delete Users* screen, fill in the fields for each new user.



TIP: If entering another Site Administrator, first click the circle to the left of "Administrator".

To enter student data simply begin typing in the *Sign-on name* field. To move to the next field press enter or move the mouse cursor to the field where you want to enter data. The mouse cursor arrow will turn into a vertical-bar "|" entry line after you position it over a field in which you can enter data. To begin entering data in that field click the left mouse button.

2. Specify the type of user.
    - Click on the *Student* circle to add (roster) students.
    - Click on the *Administrator* circle to add (roster) additional Site Administrators.

NOTE: The system uses the sign-on name as the unique identifier for a student. No two students can have the same sign-on name. If you encounter two students with the same first and last names, you should use a middle name, middle initial or even a number to provide a unique sign-on name for each student.

eLMS ID
Use FAA email address for student; accuracy is important in this section because this is the ID which will be used for transferring completions to the eLMS system of records.

Groups and Subgroups
Site Administrators can define *Groups* and *Subgroups* to suit local needs. However, if you don't initially have a need for group and subgroup (or just don't understand these fields) you can use the default group ("FAA") and subgroup ("1 Year") for all students. If a need arises to group students, you can later change these fields.

NOTE: When you enter a new *Group* or *Subgroup* value, you will be asked to confirm that value when you add the student. To confirm the new entry, choose OK. This will add the new value to the respective drop-down list. In the future you will be able to see and choose this new value by clicking the field's drop-down arrow.

3. Click the Add button once you have entered all of a student's data. Note that until you click Add, the student is not yet added to the roster.
4. Confirm adding the user by clicking on the OK button in the dialog box.

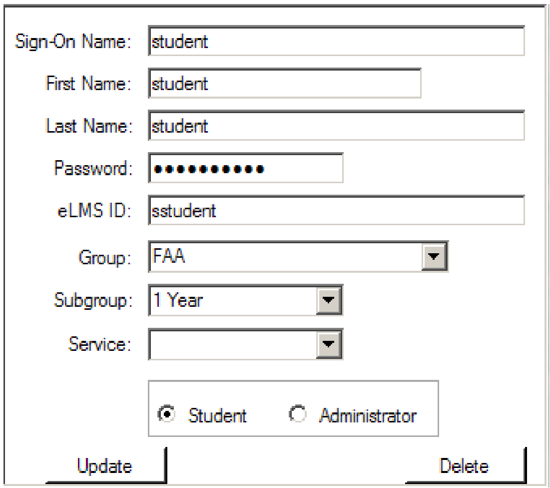
After you click the OK button, the *Name and Password* fields will clear so you can enter the next student, but it will keep the remaining fields' data. This feature allows you to add many new students who all have similar administrative data.

IMPORTANT: The data you enter is not actually saved and the student is not added to the roster until you click the Add button and confirm the entry. When a student has been successfully added to the roster, their information will appear in the list of users on the left side of the screen.

To add additional users, do the following:
1. Enter the new Sign-on name.
2. Enter the new password.
3. Make any necessary changes to *Group, Subgroup* or *Service*
4. Click the Add button.
5. Confirm by clicking on the OK button in the dialog box.

Editing User Data
You can also change user data such as password, group, and sub-group.

To edit user's data:
1. Click the Add/Edit/Delete Users button on the *Roster* tab.
2. On the left side of the *Add/Edit/Delete Users* screen, single-click the sign-on you want to edit. The sign-on will be highlighted and the sign-on's data is displayed on the right side of the screen. You can then edit data exactly as you did at initial data entry.
3. Modify the user data, the save by clicking the Update button.
4. Confirm the replacement information by clicking on the OK button in the dialog box.
5. Repeat Steps 2-4 until you have edited all the user data you want to edit.



Deleting Students
When students and site administrators are no longer active CMI users, you can remove them from the roster. Students currently enrolled in a course can be deleted from the CMI roster from the *Edit Users* screen.

To delete users:

1. Click on the Add/Edit/Delete Users button on the *Roster* tab.
2. On the left side of the *Add/Edit/Delete Users* screen, click on the sign-on you want to delete - the user will be highlighted.
3. The user data appears on the right side of screen, and the Delete button on the bottom of the right side of the screen appears. Click Delete to actually delete the user.
4. Confirm deleting the user by clicking on the OK button in the dialog box.
5. Repeat steps 2-4 as needed.

WARNING: CMI will allow you to delete a student who is currently enrolled in a course. Use caution when deleting students, since this permanently deletes all progress records for that student, and the data cannot be recovered.

When you have finished working on the *Add/Edit/Delete Users* screen, you can use the Back button to return to the *Site Administration* menu.

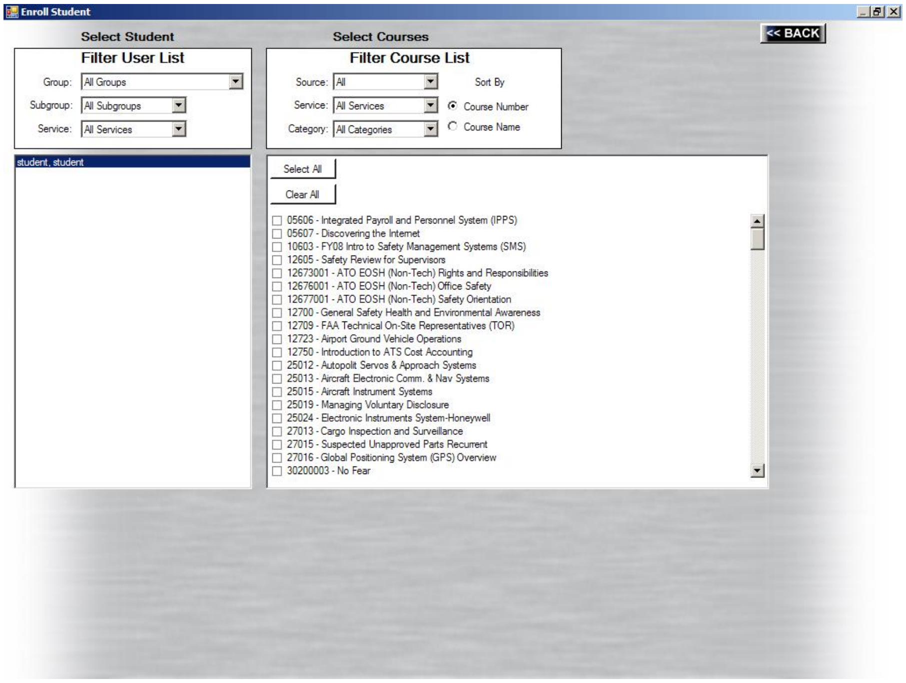
Enroll

Enrollment is the process of assigning rostered students to courses. Follow this procedure to enroll students into courses.

1. Highlight the Enroll tab on the *Site Administration* menu.
2. Click either the Enroll A Student in a Course or the Enroll Students in a Course button

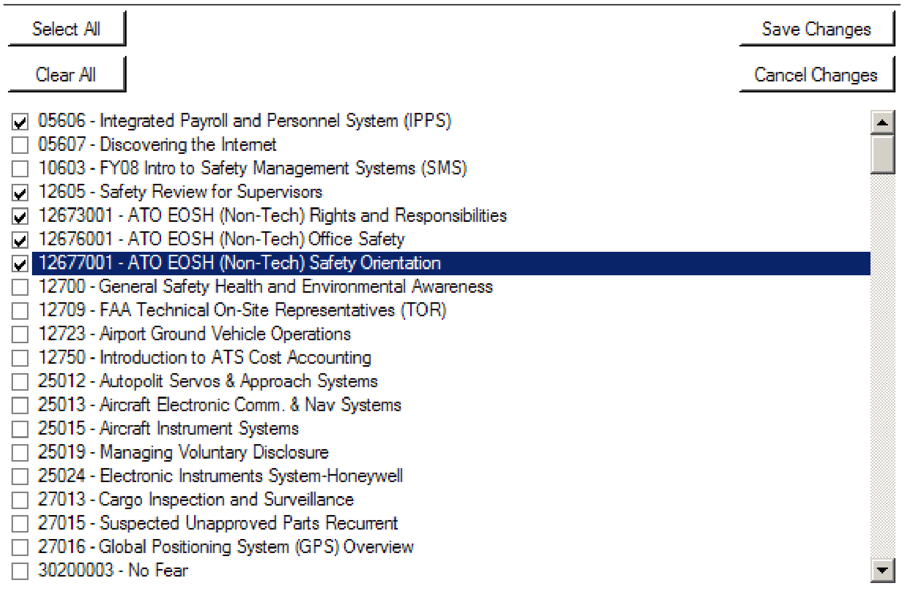
NOTE: The Enroll Students in a Course button allows you to select multiple students to add to a particular course.

Students are listed vertically down the *Students* section on the left side of the *Enrollment* screen.



TIP: The *Enrollment* screen displays a list of students on the left side of the screen. Selecting *Group*, *Subgroup*, or *Service* values in the "Filter User List" section filters the list of students. For example: if you organized students into "Part-time" and "Full-time" Subgroups, and you want to enroll "Full-time" students only, then select the "Full-time" Subgroup value. The student roster will then display only "Full-time" student sign-ons alphabetically.

3. Enroll students by clicking the boxes which correspond to the desired course. When a check appears in the box, the student is enrolled in that course. If you click on the wrong box by mistake, you can remove the check by clicking on it again. You can enroll a student in multiple courses by checking multiple boxes. To finalize the enrollment click on the Save Changes button.



WARNING: Removing a student from a course permanently erases all course progress data from the CMI database! Disenroll with care!

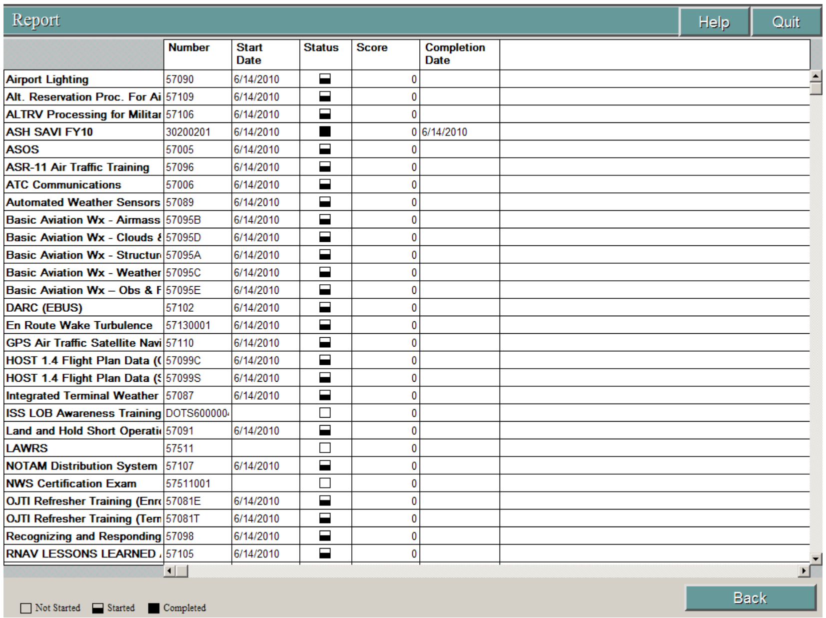
Some courses require a start date. A start date prevents a student from accessing a particular course prior to the specified date. For courses that require start dates, CMI will prompt you for a starting date on a pop up calendar.

When you have finished enrolling students, you can return to the *Site Administration* menu by clicking on the Back button.

Reports

The CMI Reports tab generates reports of student progress, enrollment schedules, and testing results. As a Site Administrator, you can create reports for every student and course on the system.

Students can also access the Reports option. However, a student can only see a report of his or her own progress. A sample student report is displayed below:



Report

Help Quit

	Number	Start Date	Status	Score	Completion Date
Airport Lighting	57090	6/14/2010	⬓	0	
Alt. Reservation Proc. For Ai	57109	6/14/2010	⬓	0	
ALTRV Processing for Militar	57106	6/14/2010	⬓	0	
ASH SAVI FY10	30200201	6/14/2010	■	0	6/14/2010
ASOS	57005	6/14/2010	⬓	0	
ASR-11 Air Traffic Training	57096	6/14/2010	⬓	0	
ATC Communications	57006	6/14/2010	⬓	0	
Automated Weather Sensors	57089	6/14/2010	⬓	0	
Basic Aviation Wx - Airmass	57095B	6/14/2010	⬓	0	
Basic Aviation Wx - Clouds &	57095D	6/14/2010	⬓	0	
Basic Aviation Wx - Structur	57095A	6/14/2010	⬓	0	
Basic Aviation Wx - Weather	57095C	6/14/2010	⬓	0	
Basic Aviation Wx – Obs & F	57095E	6/14/2010	⬓	0	
DARC (EBUS)	57102	6/14/2010	⬓	0	
En Route Wake Turbulence	57130001	6/14/2010	⬓	0	
GPS Air Traffic Satellite Navi	57110	6/14/2010	⬓	0	
HOST 1.4 Flight Plan Data ((	57099C	6/14/2010	⬓	0	
HOST 1.4 Flight Plan Data (S	57099S	6/14/2010	⬓	0	
Integrated Terminal Weather	57087	6/14/2010	⬓	0	
ISS LOB Awareness Training	DOTS600000		□	0	
Land and Hold Short Operati	57091	6/14/2010	⬓	0	
LAWRS	57511		□	0	
NOTAM Distribution System	57107	6/14/2010	⬓	0	
NWS Certification Exam	57511001		□	0	
OJTI Refresher Training (Enr	57081E	6/14/2010	⬓	0	
OJTI Refresher Training (Tern	57081T	6/14/2010	⬓	0	
Recognizing and Responding	57098	6/14/2010	⬓	0	
RNAV LESSONS LEARNED	57105	6/14/2010	⬓	0	

□ Not Started ⬓ Started ■ Completed

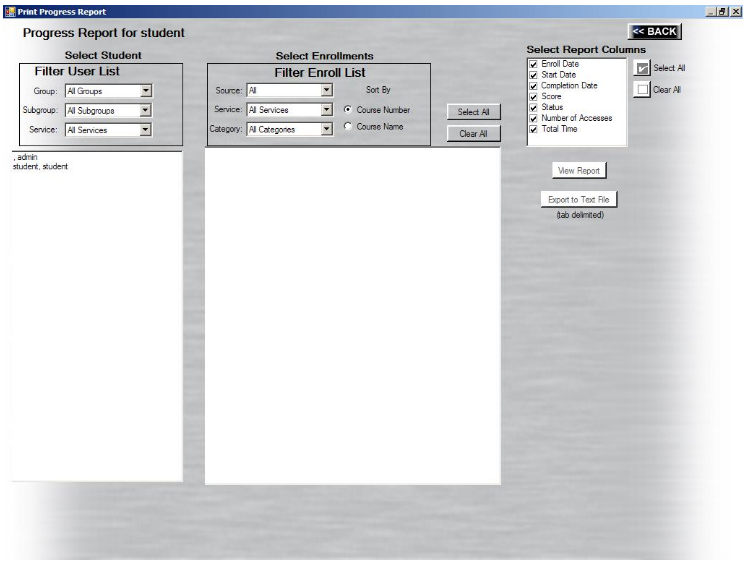
Back

Highlight the Reports tab on the *Site Administration* menu which allows you to choose from nine types of reports: *Completion Report, Progress Report for a Course, Progress Report for a Student, Detail Report, Item Analysis Report, Schedule Report for a course, Schedule Report for a student, Course Report,* and *Activity Report.*

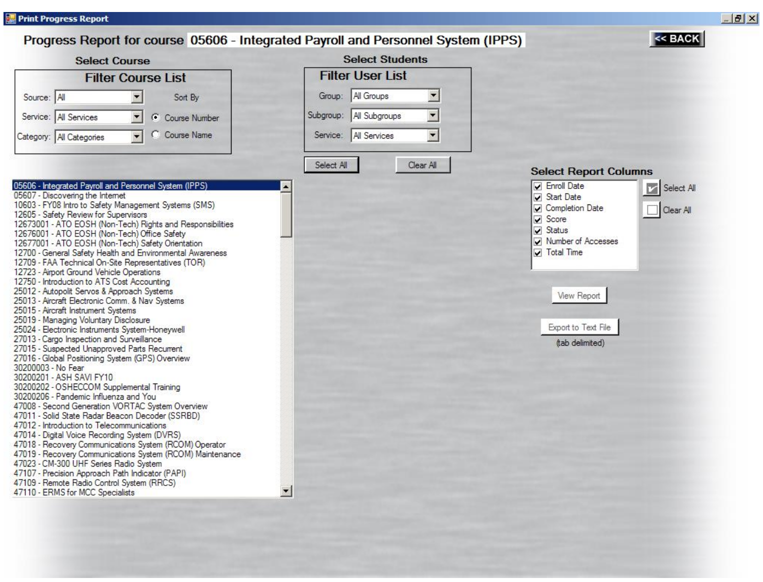
Reports: Progress

As a Site Administrator you can display a report of student progress in two different formats: by student, or by course.

- *Reports for a Student* show data for the courses in which an individual is enrolled. This report lists the courses in which a particular student is enrolled.



- *Reports for a Course* show the progress of students in a chosen course. This report lists the names of the students enrolled in a particular course and their associated progress data.



For Site Administrators, reports display course titles, student names, course completion status, test scores, completion date, and whether or not the data has been sent to central records.

To access a Progress report:

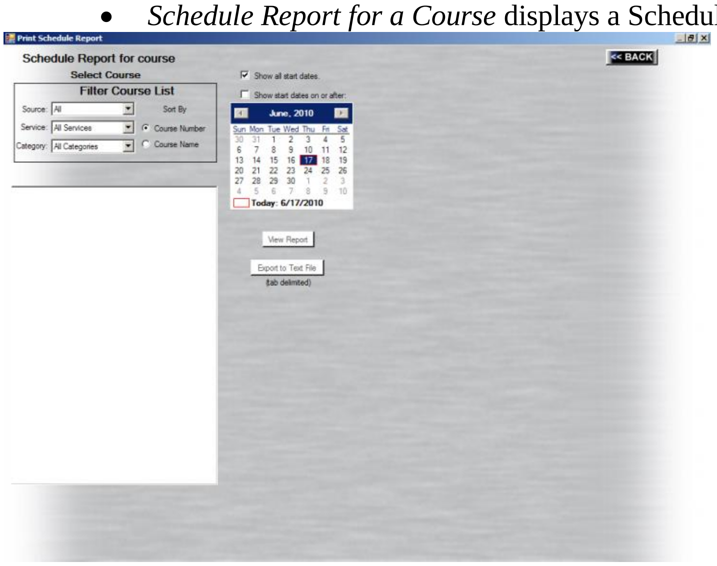
1. Highlight the Reports tab on the *Site Administration* menu.
2. On the *Reports* tab, click either the Progress Report for a Course button or the Progress Report for a Student button.
    - For *Progress Report for a Student*, the system displays all the students in the roster. Choose which student you would like to see, and then select one or more courses that student is taking to see a report.
    - For *Progress Report for a Course*, the system displays all of the available courses. Choose the course you would like to see, and then select one or more students who are taking that course to see a report.
3. Before a report is generated, use the *Select Report Columns* box to select the data fields to be included in the report. CMI selects all fields by default. Click on each field to exclude/include it in the report. Included fields are checked boxes; excluded fields are empty boxes.
4. After you have selected the desired fields, click the View Reports button to view the report.

The report now appears on the screen. Click the Print button to print the report or send it to a file.

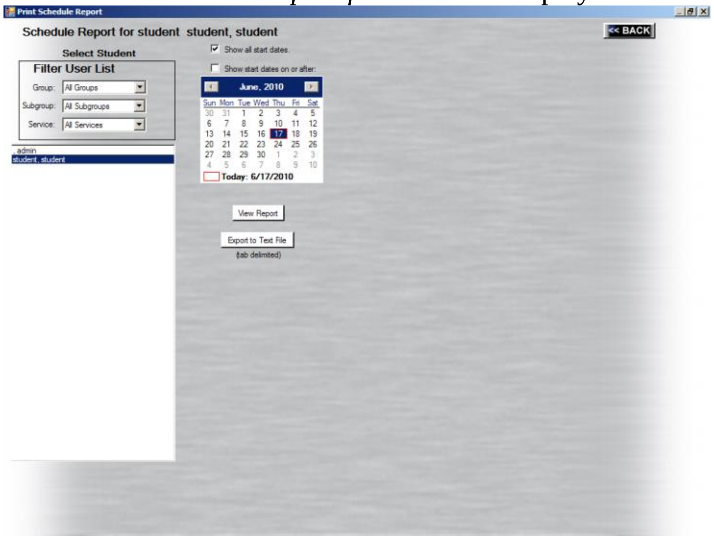
Reports: Schedule

As Site Administrator, you can generate a report that lists a schedule of students enrolled in courses that require start dates.

- *Schedule Report for a Course* displays a Schedule Report filtered by courses.



- *Schedule Report for a Student* displays a Schedule Report filtered by students.



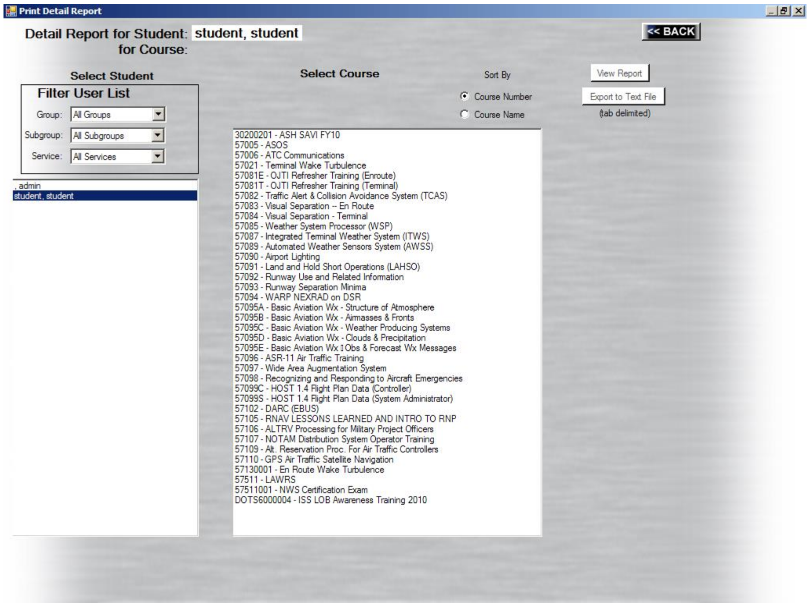
To access a Schedule report:

1. Highlight the Reports tab on the *Site Administration* screen.
2. Click either the Schedule Report for a course button or the Schedule Report for a student button on the *Report Selection* menu.

A report is then displayed that lists all the students on the left, and the courses that require start dates on the top of the report. Using this report you can determine the start date of courses and when students are scheduled to begin.

Reports: Detail

A detail report is similar to a progress report except that it provides detail about the sections within a course. Unlike the progress report, which indicates progress within a course as a whole, the detail report illustrates a student's progress within each section of a course.

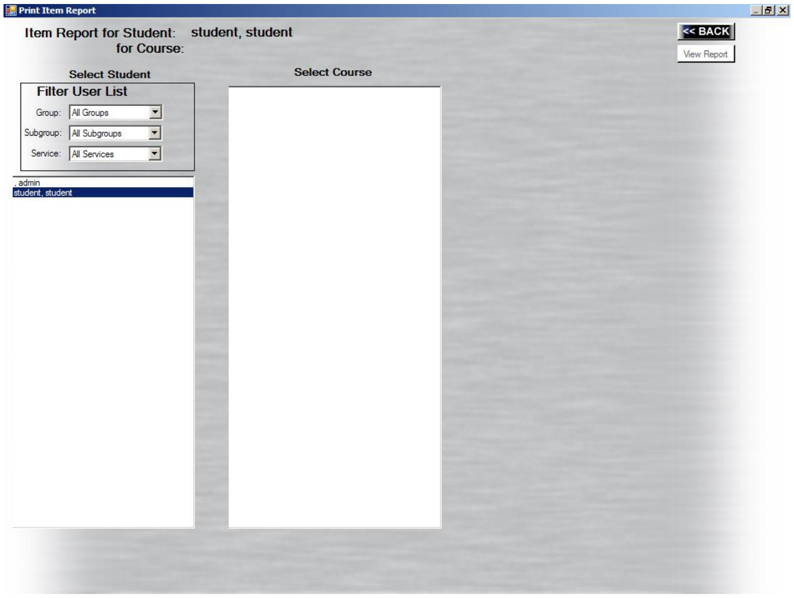


To access a Detail report:

1. Highlight the Reports tab on the *Site Administration* screen.
2. Click on the Detail Report button on the *Report Selection* menu.
3. On the Detail Report screen, click either a student name to view reports available by student, or a course name to view reports available by course.
4. Select the fields of information to be included in the report using the *Select Report Columns* menu. CMI automatically selects all fields. You must click on a field if you do not want it included in the report.
5. Once you have decided which fields will be included in the report, click on the View Report button.

Reports: Item

The Item (item analysis) report allows you to evaluate an exam taken by student. This report lists each question in the exam, the correct answer and the student's answer.

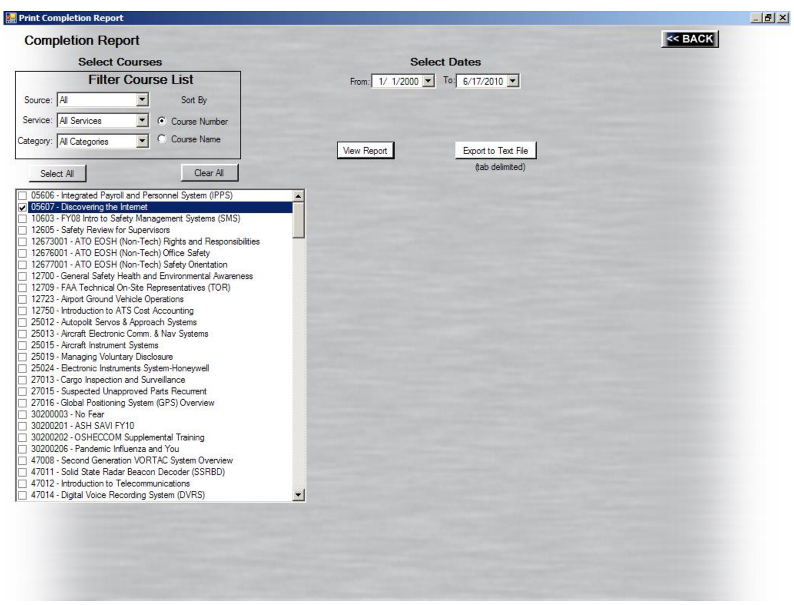


To access an Item report:

1. Highlight the Reports tab on the *Site Administration* menu.
2. Click the Item Analysis Report button on the *Reports* menu.
3. Select the student, course, and lesson that you wish to view and click View Reports.
4. Click on the View Report button to view the item analysis report.

Reports: Completion

The Completion report displays a completion record for each course.



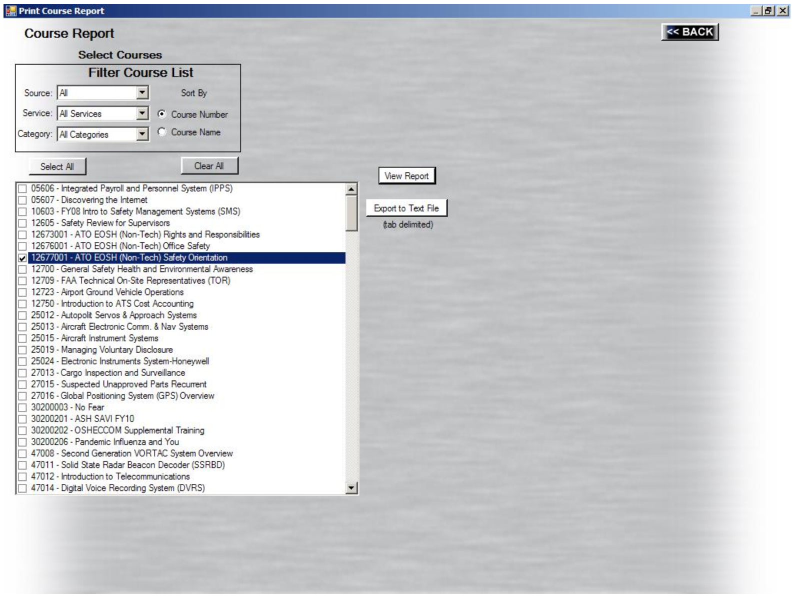
To access a Completion Report:

1. Highlight the Reports tab on the *Site Administration* menu.
2. Click the Completion Report button on the *Reports* menu.

3. Select the course or courses for which you want to see the completion records for.
4. Click on the View Report button to view the completion report.

Reports: Course Report

The Course Report option displays basic information (course number, name, enrolled path, browser path, students enrolled) about one or more selected courses.

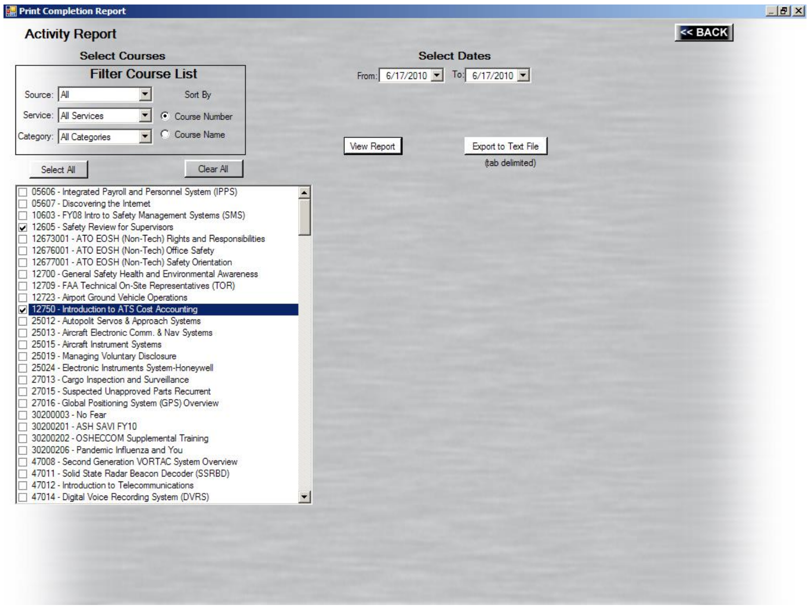


To access a Course Report:

1. Highlight the Reports tab on the *Site Administration* menu.
2. Click the Course Report button on the *Reports* menu.
3. Select the course or courses for which you want to see the course report.
4. Click on the View Report button to view the course report.

Reports: Activity Reports

The Activity Report option shows activity within a selected course or courses.



To access an Activity Report

1. Highlight the Reports tab on the *Site Administration* menu.
2. Click the Activity Report button on the *Reports* menu.
3. Select the course or courses for which you want to see an activity report.
4. Click on the View Report button to view the activity report. 3

Local Courses

Another CBI training administration function is adding local courses. Local courses may be developed at your site, or from the Academy, Washington Headquarters, or elsewhere. For each local course, one or more course file(s) containing course data must be loaded on the platform. The Site Administrator is responsible for providing the information that tells CMI the names of the course files and where to find them. The course developer will provide you with this information to enter into CMI. If you have questions about this process, call the CBI Help Desk at (405) 954-4568.

To add a local course:
Prior to beginning the process to add a course to CMI you should first copy the course onto the D: drive.

1. Highlight the Local Courses tab on the *Site Administration* menu.
2. Click on the *Add/Edit/Delete Local Courses* button.
3. Enter the course number on the right side of the screen in the *Course Number* field.
4. Enter the course title in the *Course Name* field.
5. Enter the path and start-up Enrolled Course filename (provided by the course developer). The filename may be a designer filename.

NOTE: **The "period" button to the right of the *Path* entry box opens a standard Windows file selection window. This makes entering the path much easier and more reliable.**

WARNING: All local courseware should be loaded on the D: drive. Do NOT change or load

anything on the C: drive or the E: drive – they are governed by national configuration management and should NOT be changed locally! From time to time, all data on the C: and E: drives may be deleted and anything that may have been added locally will be lost.

6. Enter the path and start-up Browse Course filename (provided by the course developer). The course name may be a CMI Designer filename.

If the course names are not Designer files, you will be asked to fill in course information, course objectives and some administrative data for the course, as well.

7. Click Add to actually add the course to the list.
8. Confirm adding the course by clicking the OK button in the dialog box.

NOTE: Local courses appear alphabetically in red at the end of the Courses list.

You can also delete Local Courses on the *Add/Edit/Delete Local Courses* screen by selecting a course and clicking the Delete button at the bottom of the screen.

Messages

CMI comes with a message system that allows students to send messages to the Site Administrator, and allows the Site Administrator to send messages to one, some, or all students (or to other Site Administrators).

NOTE: The Student and the Site Administrator message systems work differently - students have no control over who receives their messages. Students can send messages only to the Site Administrator(s), not to other students. For example, you may enter another person as a Site Administrator to assist you. When a student sends a message, both you and your assistant will receive the message. Keep in mind that your assistant may read the message first and respond to the student before you read the message, or vice versa.

Sending Messages
A Site Administrator sends messages by following these steps:
1. Highlight the Messages tab on the *Site Administration* menu.
2. Click the Send Message button to send a message.
3. Select the users to whom you want to send the message. There are several methods:
    a. Click on one name to send the message to that one person.
    b. Click on multiple names to select (or de-select) individual names.
    c. Click the Select All button to send the message to all users displayed in the window.
4. Enter the topic of the message in the Topic box.
5. Move to the Message text window and type the message in the window on the left side of the screen. (The CMI program automatically adds your name to the message and dates the message when it is sent.) You can type lengthy messages if you need to, as the window will scroll your text.
6. To edit your message as you are typing, you can use the mouse to move back to an area to change. Click the left mouse button to put an entry line where you want to change. The *Delete* key will delete characters to the right of the entry line while the *Backspace* key deletes characters

to the left of the entry line.
7. Click the Send Message button to send the message to the selected users.

The message system is internal to the CBI system. The only way a recipient will see the message you send is by signing on to the system and reading his or her messages.

Special Note for Networks: If your facility has a CBI computer network, the message system will work on any system. That is, you can enter your message into any of the CBI systems on the network and the recipients will likewise be able to read the message on any of the CBI systems on the network.

Reading Messages

Do this to read messages:

1. Highlight the Messages tab.
2. Click the Read Messages button to read a message.
3. Select who you want to read messages addressed to by opening the drop down menu under *Read messages addressed to:*
4. Click the message subject in the upper box to see the message text in the lower box.
5. Read the message when it appears in the lower left-hand portion of the screen. If the message is too long to fit into the message window, an elevator bar will appear on the right side of the window. To scroll through the message click on the small buttons with triangle symbols at the bottom of the elevator bar, or drag the elevator bar up or down.

While reading messages, you can:

- Click Delete to delete all highlighted message(s).
- Click Back to exit the messages function.

Click on Select All and then Delete if you wish to delete all the messages.

Deleting Messages

To select messages to delete for a user without opening them:

1. Highlight the Messages tab.
2. Click the Delete Messages button.
3. Select who you want to delete messages addressed to by opening the drop down menu under *Read messages addressed to:*
4. Select which messages you wish to delete by clicking in the empty box to the left of the message subject line.
5. Click Delete to delete all highlighted message(s).

To exit the messages function, click the Back button at any time.

Message Mailbox Symbol

There is a message for you when the mailbox symbol appears in the Messages button.

Tools

The Tools tab on the *Site Administration* menu allows you to perform several functions relating to the operation and structure of CMI. To access these options, highlight the Tools tab.

Tools: Extract Data
This button jumps to the database extraction utility.

Tools: Edit Student Progress for Local Courses
This button edits a student's progress in local courses in the CMI database.

Tools: Manage Buttons
This allows you to toggle which buttons are visible on the CMI Sign-on screen.

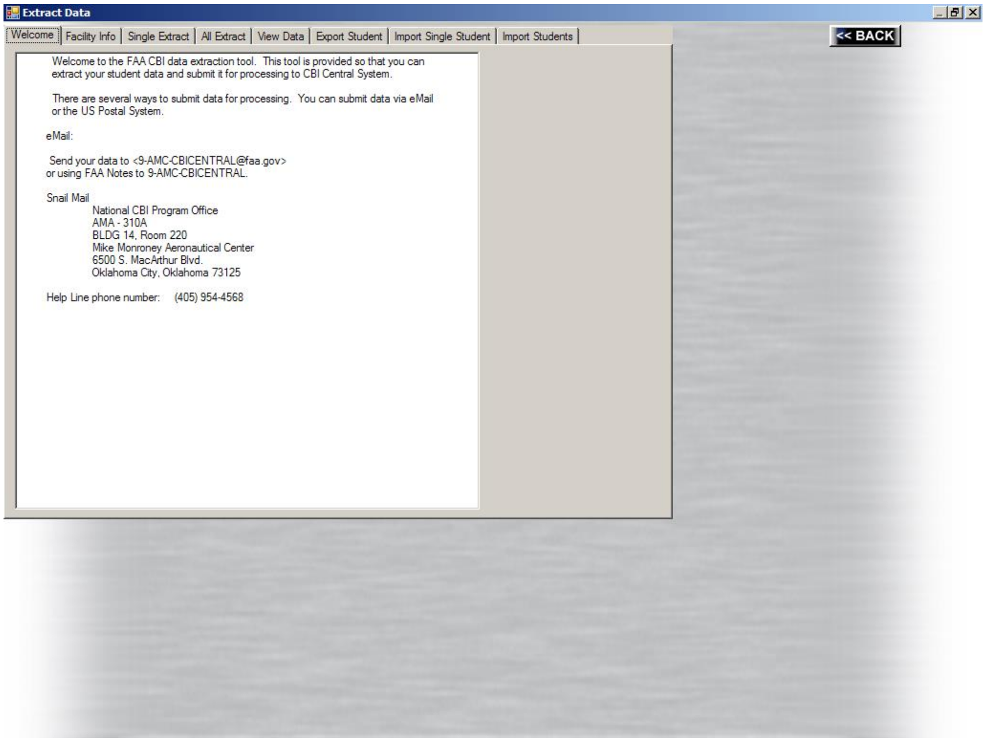
Tools: Show Current Logons
This shows what users on your CBI network are currently logged onto the CMI database.

Tools: Show File Manager
This button closes CMI to bring up the Windows file manager for your CMI files.

Data Extraction

As a Site Administrator, you can import/export data for students and transfer to another CMI or to the CBI Help Desk.

The Extract Data button on the *Tools* menu allows you to perform several functions relating to student and facility records. To access these options, click the Extract Data button.

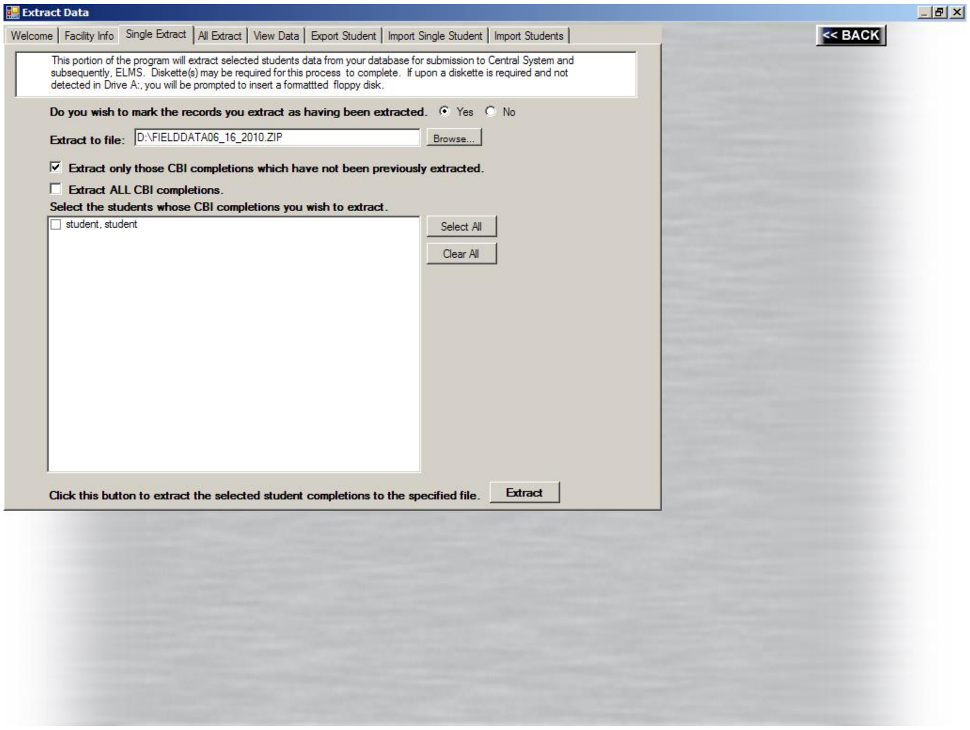


Data Extraction: Welcome
This tab displays the welcome message and instructions to submit data to the CBI Help Desk.

Data Extraction: Single Extract
This tab will allow you to extract individual student completions and submit to Central System.

To extract single records:

1. Highlight the Tools tab on the *Site Administration* menu.
2. On the *Tools* menu, click the Extract Data button.
3. On the *Extract Data* page, click the Single Extract tab.



4. Select the path of the file you wish to extract to by using the Browse button on the *Extract to file:* line.
5. Select whether you wish to extract all completions or just recent completions.
6. Select the student(s) you wish to extract completions for.
7. Click the Extract button to perform the extraction.
8. Send the data to the CBI Help Desk using one of the methods listed below:

Internet Mail:

You can send your data to: CentralSystem@faa.gov

Lotus Notes:

Submit the data to: 9-AMC-CBICENTRAL using the internal Lotus Notes system.

Snail Mail:

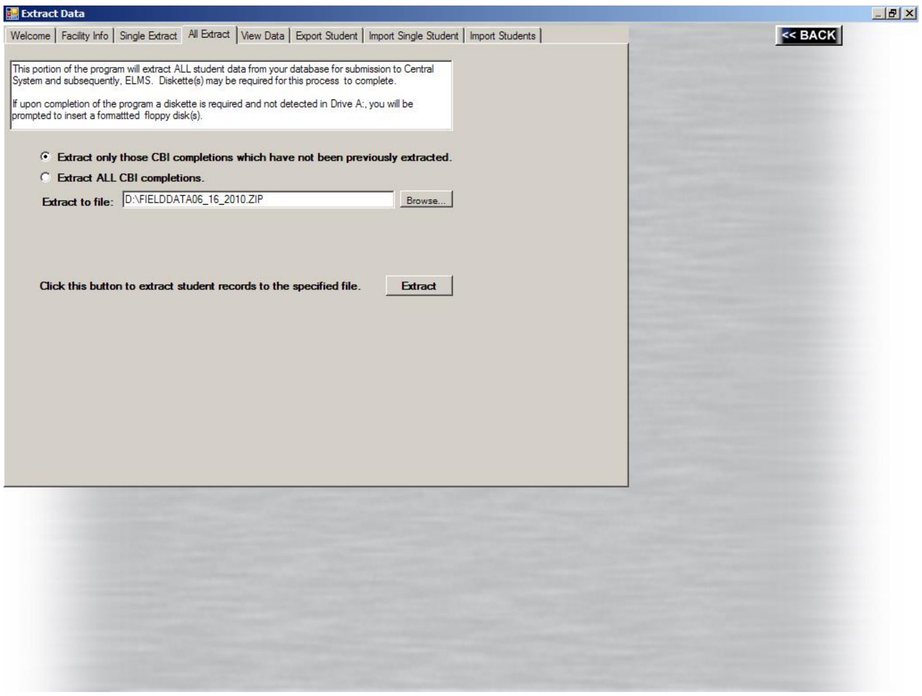
National (DLP) CBI Program Office
AMA-024
BLDG 12, Room 132
Mike Monroney Aeronautical Center
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

Helpline Telephone Number: (405) 954-4568

Data Extraction: All Extract
This tab will allow you to collect student completion information for all registered students and submit to Central System.

To extract all records:

1. Highlight the Tools tab on the *Site Administration* menu.
2. On the *Tools* menu, click the Extract Data button.
3. On the *Extract Data* menu, click the All Extract tab.



4. Select whether you wish to extract all completions or just recent completions.
5. Select the path of the file you wish to extract to by using the Browse button on the *Extract to file:* line.
6. Click the Extract button to perform the extraction.
7. Send the data to the CBI Help Desk using one of the methods listed under the *Single Extract* method.

Data Extraction: Facility Info
This button displays the facility information.

Data Extraction: View Data
This button allows you to view data extracted.

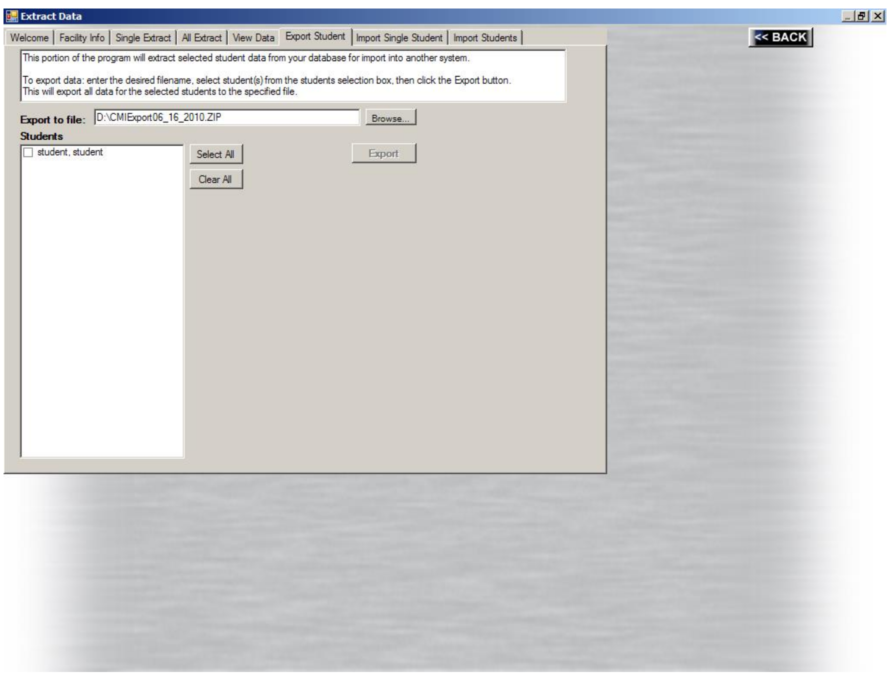
Importing and Exporting Users
Occasionally, you may need to transfer user administrative data from one CBI site or workstation to another. CMI allows you to copy a user's administrative data to a file(exporting); the information can then be retrieved onto another system (importing).

Data Extraction: Import
This button will import a student's complete courseware enrollments and/or import a complete course's enrollments.

Data Extraction: Export
This button will export a student's complete courseware enrollments and/or export a complete course's enrollments.

To import/export records:

1. Highlight the Tools tab on the *Site Administration* menu.
2. On the *Tools* menu, click the Extract Data button.
3. On the *Extract Data* menu, click the Import Single Student Import Students button or Export Student button.



4. To import/export a student's complete courseware enrollments, select a student from the student selection box. To import/export a complete course's enrollment, select a course number from the courses selection box.
5. Select the path of the file you wish to extract to by using the Browse button on the *Export to file:* or *Import from file:* line.
6. Click the Import or Export button to start the import/exports procedure.
7. A pop up box will display to confirm the procedure is completed.

To exit the Extract Data page hit the Back button at any time.

Glossary

Animation
Graphics techniques that provide the illusion of motion through the use of multiple images or small changes

Authorware
FAA's selected CBI authoring language that uses icons, media libraries, and models to develop courseware

Back-up
Making a spare copy - a critical process in working with computers in which a copy of the current files are copied in case the original is lost, corrupted, or inadvertently deleted

CBI
Computer Based Instruction - Using a computer to deliver training

CD-ROM
Compact Disk - Read Only Memory. 12-cm diameter plastic discs. A digital storage medium capable of storing 650 megabytes. Read by a low-power laser

CD Caddy
Carrier for CD discs. Used in FAA CBI workstations 1991-1998

CD-ROM (or DVD-ROM) Drive
PC workstation component used to read CD and/or DVD discs

CMI
Computer Managed Instruction. An application to assign, manage, and record training

CMI Exit
Site Administrator special keypress to exit the CMI application. (Shift-F12)

Cursor
The flashing data entry point on a computer screen; the icon which moves in response to mouse movement

CYBIS
CYBer-Based Instructional System. FAA Academy's legacy mainframe-based CBI system See **PLATO**

DIP Switches
Dual In-line Polarity switches – small switches that set functions on computer and videodisc equipment

Disk Drive
Device for reading removable mass storage media such as floppy disks or CD-ROMs

Double Click
A technique using the mouse to activate an icon by positioning the mouse cursor on the icon and quickly clicking the left mouse button twice

DVD-ROM
Digital Video Disc or Digital Versatile Disc - Read Only Memory. 12-cm diameter plastic discs. A digital storage medium capable of storing 4.8 gigabytes. Read by a low-power laser

eLMS
Department of Transportation's "electronic Learning Management System" implemented in 2005

Enroll
The process of assigning a student to take a course. A student must be enrolled before he/she can start taking a course for credit. Instructions for enrolling students in courses are available in the section on Enrolling Students.

FAA
Federal Aviation Administration

Fax
Abbreviation for facsimile copy transmitted through phone lines

Graphic
Visual representation or drawing

GUI
Graphic User Interface - a system for interacting with a computer through the use of graphic icons

Headphones
Small personal speakers worn over each ear

Icon
Symbolic representation displayed on computer screen

Interaction
Key component of effective training in which the student actively participates in the instruction

Kiosk
Stand-alone interactive system for providing information

Laptop
Small lightweight portable computer

Lotus Notes
An email application used by the FAA

Modem
A device that connects to telephone lines to transmit computer data from one computer to another

Monitor
The video display device using a cathode ray tube to present text, graphics, and video

Mouse
Pointing device used to simplify interacting with a computer

Mouse Cursor
The small arrow on the computer screen which moves in relationship to the mouse

Notebook
Very small lightweight computer, typically the size of a notebook, powered by batteries and with a built-in display screen and keyboard

Operating System
Computer software that controls the computer to run application software

Partition
Segment or portion of a hard drive devoted to a specific operation system

PLATO
CBI system used by FAA Academy 1974-2006. Developed at University of Illinois 1960-1990; marketed by Control Data Corporation 1976-1995. See http://en.wikipedia.org/wiki/PLATO

Power Surges
Fluctuations in AC voltage that can potentially damage computer and electronic equipment

RAM
Random Access Memory - the chips used to store information electronically during operation of a computer

Reports
Generating and displaying information on student progress

RGB (Red-Green-Blue)
Shorthand for a video standard that uses separate wires for red, blue, green and synchronization data

Roster
List of users entered into CMI database

Rostering
The process of adding user names, passwords, and other data into CMI

Score
Rating of performance as measured by testing

Serial Device
A computer component that connects to a computer serial port and transmits data one bit at a time (see Serial Port)

Serial Port
A computer interface that used to connect to external devices such as a videodisc player or modem

Simulation
A technique used in training to approximate a real-world environment such that new skills can be practiced

Speaker
Device used for reproducing both videodisc audio and digital audio. The headphones can be plugged into the speaker

Surge Protector
Electrical device with individual switches and plugs that features electronic circuitry to protect attached components from damage caused by AC current and voltage surges

Troubleshooting
The process of locating a faulty component in a system

VGA Video Graphics Adapter
Type of computer circuit board used to produce the display on the computer monitor

Video

Picture displayed on a computer or television monitor

Videodisc (Laser)
Mass storage medium that stores video and sound on a 12" diameter disc read by lasers

Videodisc Player
External component of previous CBI systems that plays laser videodiscs

Windows
Microsoft graphical user interface (GUI) based operating system(s)